



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

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OFFICE OF HOUSING PRESERVATION DATA INTERNSHIP

New York State Homes and Community Renewal (HCR) is the State's affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York State.

Under the leadership of Governor Kathy Hochul and Commissioner RuthAnne Visnauskas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low- and moderate-income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law, and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical, and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement, and family-friendly policies.

HCR's Office of Housing Preservation (OHP) manages HCR programs that maintain and enhance the state's portfolio of existing affordable housing. OHP monitors over 130,000 low-income housing units financed with an array of federal, state, local, and private resources. The Data Team provides crosscutting support to all programs within OHP, working with the Statewide Asset Management Unit to make our vast amounts of data on the state's affordable housing assets accessible and understandable to staff and leadership.

Internship Summary

Reporting to the Director of Data Management and working with other OHP staff, they will lead the effort to develop a process for asset management staff to access publicly available municipal data from various sources and associate it to properties in HCR's portfolio in an organized and centralized location. The project may also involve working with other units within HCR, as well as other New York State agencies. Other smaller, related projects may also be included. The internship will culminate in the completion of an agreed upon deliverable and presentation of findings.

Project Summary – Integrated Asset Profiles

The goal of this project is to allow OHP Asset Management staff to easily access open municipal data pertaining to properties supervised by HCR. This includes information related to building violations, complaints, tax bills, tax liens, and evictions. The deliverable(s) may take a variety of forms (e.g.



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interactive dashboards, maps and/or infographics, a report, a PowerPoint/presentation, etc.) but should allow staff to look up information across sources for individual properties. Part of this project will be identifying the best method(s) for accessing the publicly available data and presenting such information in a user-friendly format. This project will inform and be combined with ongoing work to develop asset health profiles.

Beyond the basic component of this project, and depending on the intern's skills and interests, they may choose to use a variety of analytic tools and techniques to produce the deliverable(s): quantitative analyses using Excel, R, etc.; geospatial analyses using ArcGIS, AGOL, etc. Prospective interns with an interest and educational background in housing, urban planning, and analytics are encouraged to apply.

Essential Functions

- Develop a process for accessing publicly available violations data from various municipal sources pertaining to various OHP portfolios.
- Use Excel, Tableau, or other similar BI software to build a dashboard displaying publicly available data in an organized manner.
- Using a variety of analytic tools and methods, provide a summary of the information publicly available pertaining to various OHP portfolios.

Qualifications

- Excellent oral, written, and communication skills
- Exceptional problem-solving abilities
- Ability to quickly and clearly synthesize information
- Ability to use data to make decisions
- Expertise in the use of Microsoft Office products, specifically Excel and Access
- Experience with SQL, Tableau or other BI software is a plus
- Ability to work in a flexible, fast paced, mission driven environment
- Interest and/or experience in land use law and/or urban policy/planning preferred

If interested:

All candidates must submit a resume, 3 references, and letter of interest to internshipOpportunities@hcr.ny.gov

New York State is an Equal Opportunity Employer (EOE)